

**Town of Stephens City Planning Commission
Minutes
Tuesday, January 26, 2010 (7:30p.m.)**

The Town of Stephens City Planning Commission held a meeting scheduled, on Tuesday, January 26, 2010 at 7:30 p.m.

Attendees:

Chairman, Linden “Butch” Fravel
Commissioner Martha Dilg
Commissioner Bob Wells
Commissioner Susan Boyd
Commissioner Joe Grayson

Absent:

Commissioner Bill Copp
Commissioner Jesse Fox

Staff Present:

Brian Henshaw, Town Planner

Also Present:

Mr. & Mrs. Michael Ohaneson
Mr. Keith Lantz, Lantz’s Pharmacy
Ms. Rebecca Laine, Winchester Star

Call to Order:

With a quorum present Chairman Fravel called the meeting to order at 7:35pm

Chairman Fravel entertained a motion for approval of the minutes from December 8, 2009. Commissioner Dilg made a motion to approve the minutes. Commissioner Wells seconded the motion. The motion was approved.

Chairman Fravel entertained a motion for the adoption of the agenda. Commissioner Dilg made a motion to adopt the agenda. Commissioner Grayson seconded the motion. The agenda was adopted.

Public Hearing:

Capital Improvements Plan 2010-2015:

Mr. Henshaw briefly presented the Draft Capital Improvements Plan including the highlights of this fiscal year's Capital Expenditures.

Chairman Fravel opened the public hearing at 7:35pm. Hearing no public comments, Chairman Fravel closed the public hearing.

New Beginnings Community Church SUP- #10-01

Mr. Henshaw briefly presented the Special Use Permit application for the New Beginnings Community Church.

Chairman Fravel opened the public hearing at 7:37pm.

Mr. Keith Lantz of Lantz's Pharmacy located at 5015 Main Street spoke with concern of the parking required for a church and concerns of the parking spilling over unto their store's parking lot. Mr. Lantz also commented that he felt that the space would be better suited for a commercial use which would be of a better benefit to the Town with regard to merchant taxes, opposed to a church.

Mr. Michael Ohaneson of New Beginnings Community Church spoke to the parking concerns of Mr. Lantz, stating that the church only had a congregation of about 50 people and that amount would only be on Sundays. Otherwise, Mr. Ohaneson stated, staff members would be utilizing the parking in the rear of the building and that other than meetings, parking should not be an issue with regard to spilling over onto Mr. Lantz's lot. Mr. Ohaneson also mentioned that he understands the desire of having a commercial establishment located at the shopping center, but stressed that the goal of their church was to produce good stewards to the community. The church plans on doing everything that they can to better improve the aesthetic appearance of the location.

Mr. Lantz did acknowledge that his store is closed on Sundays and that only on special occasions are they open on a Sunday.

With no further comment, Chairman Fravel closed the public hearing.

Action Items:

Capital Improvements Plan 2010-2015:

Chairman Fravel opened up discussion to the Planning Commission. Commissioner Wells stated that he felt it is a good plan and that it is an important part to capital funding for the Town.

Chairman Fravel echoed that sentiment but stated that even though items do appear in the Capital Improvements Plan (CIP), that it does not always mean that they will be funded within the given year. Chairman Fravel also stated that the CIP is a part of the Comprehensive Plan and needs to be reviewed and updated year to year to be eligible for proffers and future projects.

Town Planner, Brian Henshaw stated that this is true and in most cases when an item is not funded in a given year it, it will get rolled to the following year during the annual review of the Capital Improvements Plan. Mr. Henshaw also stated that some of the line items in the CIP Budget/ Project Matrix have been proffered through rezonings and that these items will continue to roll over, unless it is a pressing need for the Town in order to operate more efficiently.

With no further discussion, Chairman Fravel entertained a motion of recommendation for the Town Council.

Commissioner Boyd made a motion to recommend approval for the Capital Improvements Plan 2010-2015 to the Town Council. Commissioner Wells seconded the motion.

The motion passed.

SUP #10-01- New Beginnings Community Church:

Mr. Henshaw briefly addressed the concerns about the parking by mentioning that the Commission did discuss this issue at the last meeting during the preliminary presentation about placing a condition on the parking remaining only on the shopping center parking lot.

Commissioner Boyd inquired as to what are the parking requirements for the shopping center. Mr. Henshaw stated that the current requirement is 1 parking space per 250 square feet of usable space. However, due to the fact that shopping center was constructed prior to zoning within the Town it most likely does not meet the requirement and would be considered “grandfathered”, with regard to parking requirements.

Mr. Henshaw stated that it might be appropriate for the applicant to get with the owner of the building about possibly restriping the parking lot to better improve the visibility of the parking spaces.

Commissioner Wells also stated that he agreed with Mr. Lantz that the location would be better suited for a commercial establishment, but felt that due to neglect of the building, this preempted businesses from being interested in the location.

Mr. Henshaw also stated that while a commercial business may be ideal use for the location, the Commission had the choice of keeping a store front vacant or filling an empty space. Unfortunately, we are not having businesses express interest in that site; however at this time it is only appropriate to address the application in front of us.

Commissioner Boyd commented that she felt that the parking would not be an issue that she did not see any issue against the application.

Chairman Fravel opened the floor for a motion.

Commissioner Wells moved to recommend the approval of SUP #10-01 for New Beginnings Community Church with the condition that the applicant be limited to parking only on the shopping center parking lot in which they reside.

Commissioner Boyd seconded the motion.

The motion passed.

New Business:

Mr. Henshaw briefly presented a Special Use Permit Application #10-02 for Aunt B’s Specialty/ Bakery Shop at 5187 Main Street. The application is to locate a small specialty/bake shop at the location. The special use permit is required because the building resides within the R-O District. Mr. Henshaw did state that he only included the preliminary report, but he would include the applicant’s letter and application within their agenda packets next month.

Commissioner Wells raised concerns about a Bake Shop going into the location, due to the nature of the building. Currently building houses three construction based businesses, Geo Finishes, Corbin Construction and Graphics North Signs.

Mr. Henshaw stated that the applicant intends to remodel the inside of office and receptionist area to adequately set up a small retail shop. Mr. Henshaw has also been working with the applicant and encouraging the owner and applicant to work together to clean up the front of the building and consider paving the parking lot to better address the parking identification.

Mr. Henshaw also clarified that the applicant has a three phase business plan for the location. The opening of the shop is only the first phase. No baking will be taking place at the business location. All baked goods will originate from her Department of Agriculture approved kitchen at her home. Eventual phases may include constructing a commercial grade kitchen and eventually opening a dining section within the shop.

Mr. Henshaw also stated that the use is allowed within the R-O Zoning District and is defined as so within the Town's Zoning Ordinance.

Mr. Henshaw concluded that essentially tonight he would need to advertise the Special Use Permit for a public hearing at the next scheduled Planning Commission meeting.

Old Business:

Draft of Subdivision Ordinance:

Mr. Henshaw briefly presented the most recent draft of the re-written Subdivision Ordinance. He requested that the Planning Commissioners review the ordinance and submit any questions or comments to him by Friday, February 5th, 2010. Chairman Fravel stated that he felt the draft is solid and is a step in the right direction. He recommended that the sub-committee meet at least one more time prior to the next Planning Commission meeting.

Mr. Henshaw said that he would be in touch with the sub-committee about a meeting and that unless there were any specific or major changes he would advertise the public hearing for the next scheduled meeting.

Citizen Comment Period:

There was no citizen's comment.

Hearing no comments, Chairman Fravel entertained a motion to adjourn.

Commissioner Wells made a motion to adjourn. Commissioner Dilg seconded the motion.

Chairman Fravel adjourned the meeting at 8:20 pm